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IN REPLY PLEASE REFER TO:
15:CPO/370

December 17, 2015

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. ITO-2015-05, Addendum No. 1
Website Redesign Service for HPHA

This Addendum No. 1 is to amend the Request for Proposal (RFP) as follows:

1. Subparagraph 4. Business Office under Section 2, Scope of Services on page 12 of the RFP shall be amended to read as follows:

"4. Business Office

The Successful Offeror shall have, at a minimum, a **business office**, telephone number and **an** electronic mail address from which it conducts business and is accessible by telephone **during normal Hawaii State government business hours** from 7:45 a.m. to 4:30 p.m. HST for meetings, teleconferences, video conferences, concerns or requests that require immediate attention. **See Attachment 23 for 2016 Hawaii State Holidays.** An answering service is not acceptable. An office location, phone number and electronic mail address shall be stated in the offeror's proposal."

2. A new paragraph D. Type of Contract is added to page 17 of the RFP under Section 2, Scope of Services as follows:

"D. Type of Contract

1. The Successful Offeror will be required to enter into a formal written contract with the HPHA, Contract for Goods and Services Based on Competitive Sealed Proposals, in accordance with the laws, rules and regulations of the State of Hawaii. **See Attachments 4 – 10.** The stated requirements appearing elsewhere in this RFP shall be incorporated into the resulting Contract by reference.

Subsequent to the award and within 10 days after the prescribed contract forms are presented for signature, the Successful Offeror shall execute and deliver to the HPHA a Contract in such number of copies as required by the HPHA.

By submission of a proposal, offerors warrant and represent that they have read and are familiar with the contractual and service requirements set forth in this RFP and its attachments, the provisions of which are expressly incorporated into this RFP by reference.

All proposals shall become the property of the HPHA. The Successful Offeror's proposal will be incorporated into the resulting Contract by reference.

2. Subcontracting

Work or services may be subcontracted or assigned with the prior written approval of the HPHA. No subcontract shall under any circumstances relieve the Successful Offeror of his/her obligations and liability under the Contract with the HPHA. All persons engaged in performing the services covered by the Contract shall be considered employees of the Successful Offeror.

3. Additional Services and Fees

For services not described in the Contract, the Successful Offeror and the HPHA shall negotiate for additional needed services and fees which may arise during the course of the Contract. Any agreement shall be in writing, executed by all parties, and shall be attached to the Contract as an amendment to the Contract.

4. Contract Modification

The Contract may be modified only by a written document signed by the HPHA and personnel authorized to sign contracts on behalf of the Successful Offeror as designated in the corporate resolution."

5. Subparagraph 3 of Paragraph 3a. Video and Audio Capability on page 20 under Section 2, Scope of Services of the RFP shall be amended to read as follows:

- "3) The Successful Offeror shall provide a welcome video clip cost using: a) professional talents; **b) HPHA staff; and c)** public housing residents for each language in the price proposal."

6. Subparagraph 1a. of Paragraph E. Administrative Requirements on page 25 under Section 2, Scope of Services of the RFP shall be amended to read as follows:

“a. Pursuant to section 103-10, HRS, the HPHA shall have 30 calendar days after receipt of a proper invoice and satisfactory delivery of goods or performance of the services to make payment. Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate that 30-day payment period. For the purposes of this paragraph, the Successful **Offeror's** invoice date shall not be considered.

For this reason, the HPHA will reject any **proposal** submitted with a condition requiring payment within a shorter period. Further, the HPHA will reject any **proposal** submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS, as amended.”

7. The second subparagraph of paragraph III. Proposal Application on page 29 under Section 3, Forms and Instructions of the RFP shall be amended to read as follows:

“Offerors must compile proposals using the following outline:

1. Transmittal Letter
2. Table of Contents
3. Background
4. Experience and Capabilities
5. Service Delivery
6. Price Proposal
7. **Other**”

8. A new paragraph F. Other is added to paragraph III. Proposal Application on page 31 under Section 3, Forms and Instructions of the RFP as follows:

“F. Other

Provide certifications/documentations required to demonstrate compliance of the RFP requirements, including without limitation:

1. Attachment 1 - Wage Certificate,
2. Attachment 2 - Acknowledgement of Addenda
3. Hawaii Compliance Certificate, and
4. Corporate Resolution.”

9. Attachment 22a - Proposal Submittal Checklist (revised 12/16/2015) attached hereby replaces Attachment 22 – Proposal Submittal Checklist.

10. All other terms and conditions of the RFP shall remain the same.

If you have any questions, please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6090. Thank you.



AN EQUAL OPPORTUNITY AGENCY

Years 2015 and 2016**www.dhrd.hawaii.gov****Holidays to be observed by the
HAWAII STATE GOVERNMENT**

Website where State Holiday Schedule posted

Year 2015 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2015</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Thursday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 19 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 16 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Thursday.....	The twenty-sixth day in March
Good Friday.....	April 3 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 25 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Thursday.....	The eleventh day in June
Independence Day.....	July 3 Friday.....	The fourth day in July
Statehood Day.....	Aug. 21 Friday.....	The third Friday in August
Labor Day.....	Sept. 7 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 11 Wednesday.....	The eleventh day in November
Thanksgiving.....	Nov. 26 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Friday.....	The twenty-fifth day in December

Year 2016 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2016</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 25 Friday.....	The twenty-sixth day in March
Good Friday.....	Mar. 25 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday.....	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day.....	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. (Hawaii State Constitution, Article 2 – Section 8)
Veterans' Day.....	Nov. 11 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday.....	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 10/1/2014; subject to change.

PROPOSAL SUBMITTAL CHECKLIST**RFP ITO 2015-05****Website Redesign Services for the Hawaii Public Housing Authority**

The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. The HPHA shall not be responsible for other pertinent RFP information not listed below:

- ☐ 1. Transmittal Letter (original signature required)
- ☐ 2. Proposal
- ☐ 3. Wage Certificate
- ☐ 4. Acknowledgement of Addenda
- ☐ 5. Hawaii Compliance Certificate OR
 - ☐ a. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
 - ☐ b. Department of Consumer and Commerce Affairs Certificate of Good Standing; and
 - ☐ c. State and Federal Tax Clearance Certificate.
- ☐ 6. Corporate Resolution indicating authorized signer for proposal and contractual documents
- ☐ 7. Submit proposal in a sealed envelope or box identified with RFP No. ITO-2015-05, offeror's legal name, business address, phone number, fax number, and address it to the attention of the RFP Coordinator.